



Department of Corrections
NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL
Chapter 1, Article 23, Records Management

Transmittal
Letter Number:
02-04

Revision Date:
May 14, 2002

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding revised DOM article, Chapter 1, Article 23, Records Management. This revision updates outdated language which conflicts with current statutes, laws, policies, etc., and makes the record management process consistent throughout the department.

Please inform all persons concerned of the contents of this notice, which shall be maintained and the information contained in this document utilized until it is incorporated into the next updated DOM. Please direct any inquiries to Rick Grenz, Chief, Regulation and Policy Management Branch, at (916) 322-9702.

KATHY M. KINSER
Chief Deputy Director
Support Services

Attachment